

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, March 19, 2024**
*This meeting was conducted inside Bret Kelly Room “B” located at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO.*

I. CALL TO ORDER AND ROLL CALL

Mr. Hodge called the meeting to order at 2:00 p.m. Ms. Jubert conducted roll call.

Board Members Present: Dustin Hodge, President
Trisha Macias, Vice President
Iris Clark
Jeffrey DeHerrera
Stephanie Garcia

Board Members Not Present: Doreen Martinez
Fredrick Quintana

Attorney Present: Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer

Staff & Guests Present: Sherri Baca, Executive Director
Amy Nelson, Associate Director of Public Services
Nick Potter, Executive Director of the Pueblo Library Foundation &
Strategic Initiatives
Ashley Huggins, Chief Financial Officer
Jill Kleven, Director of Technical Services
Thomas Defrates, Director of IT
Alan Rocco, Facilities Superintendent
Eric Tiffany, Systems Administrator
Rose Jubert, Secretary to the Board of Trustees

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

There were no corrections or modifications to the agenda.

III. REPORTS

A. Executive Director Report

1. HBM Architects

OVERVIEW: An update on the Barkman Library was provided

HBM representatives provided an update on the Barkman Library branch renovation highlighting the expansion of the building by 2,500 square, improved parking, and a new entry design.

A review of the external improvements showed the connection from the library to the adjacent park area via an accessible ramp and pedestrian bridge. The installation of exterior brick and the opening up of walls will create a more airy feel.

The new meeting room will include a modern design element with a low-extending roof and dark bronze metal finish, increasing visibility from the street and improving the overall aesthetic of the building. Most of the interior framing has been completed and drywall installation has begun. In

addition to a new meeting room there will also be a new maker space, teen area, and study rooms.

The project is on track and is still within budget. Anticipated completion date for the Barkman Library renovation is July 2024.

B. Friends of the Library Report

It was reported that the membership appreciation sale at Books Again bookstore has been rescheduled due to the recent snowstorm. Membership to the bookstore is up by 200 members. The annual Friends of the Library volunteer appreciation event will be held at the bookstore and the annual report will be mailed. This will take the place of having a formal dinner.

C. Quarterly Foundation Report

The next report will be at the June Work Session.

IV. DISCUSSION ITEMS

1. Board Assessment

OVERVIEW: The results of the Board Assessment was reviewed and discussed.

Results of the 2023 board assessment were reviewed and discussed. It was determined that question #17 from the assessment be removed due to its ambiguity.

The question read:

The Board pays more attention to the ends than the means -- to what will be accomplished versus how it will be done.

2. Furniture Procurement – Technical Services Department

OVERVIEW A request for furniture procurement was reviewed.

It was reported that the Technical Service Department located in the Rawlings Library has not been updated since the library was first built. Changes in the number of technical service staff has changed over the years as have their job duties. It was requested that new carpeting and furniture be provided to the department to accommodate staff needs. A quote was provided that totaled \$48,476.00 for new furniture and included delivery and installation. The remaining 2024 annual budget and balance left from the Rawlings Renovation would cover the cost.

It was requested that this item be put on the next agenda for approval.

3. Furniture Procurement – Barkman Library

OVERVIEW: The RFP process for the Barkman Library furniture procurement was reviewed.

The HBM Architect project fee summary and proposal recommendation for the Barkman Library furniture and shelving was presented. Five different vendors provided the lowest bid and were recommended for a contract award. The total contract cost was \$125,765.78.

It was asked that this item be put on the next meeting agenda for approval.

4. Asset Disposal

OVERVIEW: A recommendation regarding disposition of Barkman Library assets was provided.

The old Barkman Library RFID Material Handling Systems was replaced and the old system was sold back to the original vendor for \$10,000.

It was asked that this item be put on the next meeting agenda for approval.

5. Lucero Library Rental Space

OVERVIEW: A report was presented regarding rental space for Lucero Library that will be used when the library closes for renovation.

An alternate location is desired to house the Lucero library while the building is being renovated. The preferred location would be in proximity of the current service area. A realtor has been contacted to help find locations and local organizations will be contacted for potential partnerships. Locations were suggested and follow up will be conducted to see if they meet the criteria.

It was requested that the trustees empower Sherri Baca, Executive Director, to negotiate a rental agreement if a location is found. This info will be brought to the board for their approval. Consensus of the board was expressed regarding this plan.

Prior to adjournment Ms. Clark had questions regarding the Key Data report that is posted in the board packet. Ms. Baca and Mr. Potter reviewed the report and answered Ms. Clark's questions regarding the key data metrics for the library, including monthly targets and actuals. It was suggested that the full report be posted to the board packet instead of the summary report.

V. ADJOURNMENT

The meeting adjourned at 3:13pm

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees